



CAREER OPPORTUNITY

AUDITOR I

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03/25/2016

The Mo HealthNet Division (MHD) has an opening for Auditor I located in the Institutional Reimbursement Unit (IRU) within the Finance Section of MHD.

Duties:

The Institutional Reimbursement Unit (IRU) reports to the Director of Finance. IRU handles institutional health care providers - namely nursing facilities, hospitals, and clinics. IRU develops, implements, and reviews reimbursement methodologies to fairly reimburse these providers for Medicaid services provided to Medicaid participants. IRU receives annual financial and statistical summaries, or cost reports, from institutional providers, and reviews, audits, and analyzes the cost reports to calculate Medicaid reimbursement for these providers. IRU also provides support for litigation involving Medicaid reimbursement to these providers. IRU has regular contact with a variety of interested parties: agencies of the federal government, other departments in state government, other units within MHD, health care providers, provider associations, attorneys, and accountants.

The primary function of the Auditor I is to review the annual cost reports submitted by the facilities and make adjustments, reclassifications and offsets to the cost reports in accordance with the applicable regulation using established policies and procedures. The audits are completed using a desk audit guide that details the steps and procedures to follow in the audit. An audit adjustment report is prepared for each audit detailing the revisions made to the facility's filed cost report. The desk audit guide and audit adjustment report are prepared on Excel worksheets. MHD uses the information from the audited cost report to determine the proper reimbursement for the provider. Therefore, it is important that expenses and revenues are allowable and properly classified, and that the necessary offsets and adjustments have been made. The Auditor I is supervised by a Senior Auditor. The Auditor I may also be assigned other miscellaneous tasks deemed appropriate as the need arises.

In addition to education and experience in accounting, this position requires the ability to review and organize large amounts of detail, and the ability to complete tasks by certain deadlines with minimal supervision. The Auditor I must communicate effectively, via letter, fax, and telephone, with providers and their agents in order to obtain information needed to complete desk audits. To be successful, the Auditor I must be familiar with, or be able to quickly learn, personal computer applications for spreadsheets, letters, and email. The Auditor I must be able to read and understand regulations, policies, and technical guidance in order to perform essential duties.

The work site is located in the Howerton Building, 615 Howerton Court, Jefferson City, MO. The work hours are 8:00 a.m. to 5:00 p.m. with lunch from 12:00 to 1:00.

Qualifications:

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in Accounting. (*One year of professional accounting or auditing experience will substitute for up to 9 earned credit hours of the required specialization in Accounting.*) **OR**

Successful completion of all parts of one of the following certification examinations: Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE), or Certified Management Accountant (CMA).

Salary Range: \$1,406.00

Recruitment Area: Applicants will be expected to have applied for and obtained status on the Auditor I register via EASe at <http://www.ease.mo.gov/>.

To Apply: The deadline to apply is April 8, 2016.

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